



**Functional Series [100](#)  
Agency Organization and Legal Affairs**

**INTERIM UPDATE 05-02**

**SUBJECT:** 2005 Annual Filing Requirement for the Public Financial Disclosure Report (SF-278)

**NEW MATERIAL:** This notice announces the annual requirement for certain senior employees to file the SF-278 (Executive Branch Personnel Public Financial Disclosure Report). It identifies the categories of employees who are required to file and provides point of contact names for assistance and deadlines for filing the report.

**EFFECTIVE DATE:** 01/01/2005

**ATTACHMENTS:**

POLICY-REMINDER

USAID/General Notice  
GC/EA  
04/07/2005

This notice announces the annual requirement for certain senior employees to file the SF-278 (Executive Branch Personnel Public Financial Disclosure Report). It identifies the categories of employees who are required to file and provides point of contact names for assistance and deadlines for filing the report.

1. WHO MUST FILE? Anyone who served more than 60 days in CY 2004 in the following positions: Presidential appointees, Senior Foreign Service Officers; Members of the Senior Executive Service, employees who encumber SFS positions, regardless of personal rank; AD employees above grade 15; employees occupying SMG positions; PSC employees with a rank equivalent of SFS, SES, or AD-18; and Special Government Employees (e.g. expert consultants) who earn over \$107,550 yearly.

2. WHAT? All the above employees must file the SF-278 (Rev.3/00). For overseas filers, EXOs will be responsible for distributing the SF-278s and related materials; Mission Controllers will then conduct an intermediate review and complete the intermediate review sheet. In those posts where there is no Controller, the form should be sent for intermediate review to the Regional Controller who handles your post, or, if none, directly to the Office of the General Counsel, Ethics and Administration. Use of

expedited means of transmittal is encouraged in view of the filing deadlines. In AID/W, the AMS will be responsible for distributing the SF-278s and related materials, as well as collecting and forwarding completed reports to GC/EA. Bureau controller, or, if not available, other bureau assignee will conduct intermediate reviews. Each bureau must complete intermediate reviews. Final certification will be completed in GC/EA. Detailed guidance has been provided to EXOs and AMS officers.

3. **WHEN? FORMS MUST BE RECEIVED IN GC/EA NO LATER THAN MAY 16, 2005,** to avoid a LATE FILING FEE OF \$200. However, filers are encouraged to file their reports well in advance of this deadline. Employees are entitled to request a filing extension, but only for good cause, for up to 45 days beyond the original due date of May 16. The Designated Agency Ethics Official (DAEO) may grant an additional 45 days in extraordinary circumstances. Requests must be made in writing to Dan Stoll (dstoll@usaid.gov) or Linda Greiner (lgreiner@usaid.gov), prior to May 16, 2005.

**PLEASE NOTE:** Employees planning on terminating their employment or retiring after July 1, 2005 (but within 90 days from May 16, 2005) should request a full 90-day extension that will allow them to file a combined annual/termination report. Public filers are required to file a termination report within 30 days of the date of departure from a covered position unless entering another covered position within 30 days. Employees are also required to file a new entrant report within 30 days of entering a covered position unless coming from another covered position within a 30 day period. Filing the requisite report in a timely manner is the responsibility of each employee.

4. **WHERE?** Please ensure that your report is forwarded with completed evaluation and review sheet (intermediate review sheet) and any required disqualification statements or requests for waivers to GC/EA, Dan Stoll or Linda Greiner, at the address below. (Waivers and disqualification statements should be addressed to Mr. James Peters, GC/EA).

5. **FOR INFORMATION AND ASSISTANCE:** The primary point of contact on the distribution and collection of the form is your AMS or EXO. If you have questions relating to the proper preparation of the form you should contact Dan Stoll, GC/EA, (202) 712-1076, Room 6.6-041 RRB or Linda Greiner, GC/EA, (202) 712-0151, Room 6.06-032 RRB.

**Point of Contact:** Any questions concerning this Notice may be directed to Dan Stoll, GC/EA, (202) 712-1076.

Notice 0424

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